

Park City Fire Service District  
Administrative Control Board - Regular Open Meeting Minutes  
Park City Fire District Headquarters  
August 1, 2012

Called to order by Chairman Walker at 6:30 p.m.

**Commissioners Present:** Chairman Dianne Walker, Commissioner Jim Bacon, Commissioner Robbie Beck, Commissioner Michael Howard, and Commission Liza Simpson.

**Commissioners Absent:** None.

**Fire District Personnel Present:** Chief Paul Hewitt, AC Bob Zanetti, BC Steve Zwirn, Administrative Captain Eric Hales, Patti Berry, Traci Madson, and Bill Pyper.

**Public Present:** Tenille Tingey

**I. Approval of Previous Meeting Minutes:** Chairman Walker called for a motion to approve the minutes of June 6, 2012. Commissioner Simpson moved to approve the minutes, seconded by Commissioner Howard, passed by all.

**II. Public Input:**

**III. Commission Reports:**

- A. Correspondence: The Fire District received two thank-you letters from recent ambulance transport patients as well as a thank-you letter related to recent interviews conducted by AC/FM Adams and Traci for a part-time, seasonal position in Fire Prevention.
- B. Financials: All of the bills have been reviewed and signed.
- C. Other:

**IV. Old Business:**

- A. Adoption of III-E-118, Administrative Captain Job Description; and III-E-119, Technical Services Manager Job Description. Patti Berry reported that she made the corrections that were suggested in the last meeting. Commissioner Simpson moved to approve the adoption of the two policies, seconded by Commissioner Howard, passed by all.

Chairman Walker called for a motion to close the Regular Meeting and open the Public Hearing, moved by Commissioner Howard, seconded by Commissioner Beck, passed by all.

Tenille Tingey, from Zion's Bank Public Finance, presented the final Impact Fee Facilities Plan and Impact Fee Analysis. Ms. Tingey reported that the commissioners can adopt the Resolution tonight. Ninety days from adoption is when the new fees will go into effect.

Chairman Walker called for a motion to close the Public Hearing and re-open the Regular Meeting, moved by Commissioner Howard, seconded by Commissioner Beck, passed by all.

## **V. New Business:**

- A. Adoption of Resolution 12-002. Chairman Walker called for a motion to adopt Resolution 12-002 relating to Impact Fees at the proposed maximum rate. Commissioner Simpson moved to adopt "Resolution adopting an Impact Fee Facilities Plan and Impact Fee Analysis and imposing Fire Protection Impact Fees; providing for the calculation and collection of such fees; providing for appeal, accounting and severability of the same, and other related matters," seconded by Commissioner Howard, passed by all.

## **VI. Staff Reports and Input:**

- A. The Fire District's wildland fire team has been out on two deployments.
- B. Congratulations to Patrick Harwood on his recent promotion to battalion chief.
- C. AC/FM Adams reported on a Community Wildland Protection Plan meeting that he, Commissioner Simpson, and Chief Hewitt will attend.
- D. Chief Hewitt reported that there will be a Captain's promotional test in October.
- E. Chief Hewitt reported on the upcoming Arts Festival and Tour of Utah. The Fire District will be providing EMS coverage.
- F. The Elk's Club will host their annual barbecue at Rotary Park on August 18<sup>th</sup> in which Eric Hintze will be recognized as firefighter of the year.
- G. The quarterly EMS awards breakfast will be held at Park City Medical Center on August 4<sup>th</sup>.
- H. Brooke Lewis was selected to work as a seasonal/part-time assistant in the Fire Prevention offices.
- I. Chief Hewitt reported on Public Safety Appreciation night held in Newpark on July 26<sup>th</sup>. The program went well with BC Zwirn and crew; also, Park City Firefighter Colin Higgins performed with his band Patwa.

**VII. Closed Session:** Discussion of the character, competence, or health of an individual; deployment of security personnel, devices, or systems; collective bargaining issues; pending or reasonably imminent litigation; purchase, exchange, lease, or sale of real property; investigative proceedings regarding allegations of criminal misconduct. Chairman Walker called for a motion to close the Regular Meeting and move into Closed Session at 6:44 p.m., moved by Commissioner Simpson, seconded by Commissioner Howard, passed by all.

**VIII. Adjournment:** The Closed Session was adjourned at 7:50 p.m.

The next regularly scheduled meeting of the Park City Fire District Administrative Control Board will be held September 5, 2012, beginning at 6:30 p.m. at the Park City Fire District Administration Building, located at 736 Bitner Road, Park City, UT.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

*Prepared by: Traci Madson*